



IN WING SUPPLEMENT 1

CAPM 39-1

1 JULY 2007

Personnel – General

CIVIL AIR PATROL UNIFORM MANUAL

Personnel are reminded that this publication is a supplement. CAP directives including CAP/CC policy letters, etc as found on www.cap.gov/pubs take precedence over this supplement and all are encouraged to watch for announcements about changes to Civil Air Patrol's uniform policy.

SUMMARY OF CHANGES

This supplement combines CAPM 39-1, IN WG Sup 1 and 3. IN WG Sup 2 is rescinded. Outlines uniform standard in federal and state buildings in the state of Indiana. Requires wear of INWG patch on BDU and blue field uniform no later than 1 Oct 2008; optional wear is authorized on the flight uniforms. Approval process for unit emblems is outlined and standards simplified.

CAPM 39-1, dated 23 March 2005, is supplemented as follows:

CHAPTER 1: GENERAL INFORMATION

1-6. Dress and Appearance.

c. Dress and Appearance in Government Buildings (Added). All Indiana Wing personnel that are conducting business or participating in an activity in federal or state government buildings off of a military installation will follow the below guidelines. Members are reminded that there are separate guidelines set by National Headquarters for uniforms worn in the National Capitol area.

- 1) When representing Civil Air Patrol in a state or federal government building, adult officers and cadets should wear an appropriate combination of the service dress or new corporate uniform, the CAP blazer uniform, the aviator shirt with epaulets or appropriate civilian attire. At a minimum, with the uniform, members will wear a tie or tab. Officers should confer in advance to ensure that all participants are in the same uniform or, at the least, a similar level of formality. In no case will USAF BDUs, flight suits, or utility uniforms or their corporate equivalent be worn. Additionally, members will ensure they are properly groomed in accordance with CAPM 39-1 for the uniform they are wearing.
- 2) Special consideration should be given when representing Civil Air Patrol in the State Capitol building (to include meeting with state officials, meeting in committee rooms, etc). Typically, the USAF or corporate service dress coat or blazer uniform will be worn. Cadets may alternatively wear the short or long sleeve service uniform with tie/tab and without a service coat.
- 3) Appropriate civilian attire for adult officers and cadets representing Indiana Wing in government buildings does not include activity knit or t-shirts with CAP, unit or CAP activity emblems on them when representing Civil Air Patrol. Civilian clothing for both male and female members should be of a level of formality commensurate with professionally representing Civil Air Patrol.

4) Personnel responding to an emergency services mission as authorized by AFRCC or other appropriate authority are excused from this policy.

5) Units that conduct their weekly meetings in government buildings are authorized to wear uniforms as designated by their unit commander. Commanders should use discretion in determining which uniform is appropriate.

Table 1-3 - Additional Items That May Be Authorized by the Wing/Region Commander.

L I N E	Item	Information
3	<p>Items that May be Authorized</p> <p><i>Unit Color Guard Uniforms</i></p>	<p>Unit color guards may wear the following uniform items when performing as a Color Guard (note, these items may vary from the competition uniform for the National Color Guard Competition):</p> <ol style="list-style-type: none"> 1) White pistol belt with nickel finish metal buckle and attachment keepers. 2) Woven, solid white, shoulder cord worn on left shoulder at the shoulder with no lanyards or extra attachments. Only one cord will be worn at any time. 3) White gloves with or with out grip on the palms (gripping suggested for safety). 4) White Ascot with no patch attached. <p>Flight caps are the authorized headgear. Trousers/slacks will not be bloused. Uniformity and good taste should prevail when units use this uniform.</p>
4	<p>Blue Berets</p> <p><i>Ground Operations Personnel</i></p>	<p>Individuals holding an active rating in the following operational specialty areas are authorized to wear a dark blue, Air Force style beret on real/training missions and exercises or unit sponsored ES training.</p> <ol style="list-style-type: none"> 1) Ground Branch Director 2) Ground Team Leader 3) Ground Team Member Level 1, 2 and 3 <p>The beret will have the following insignia attached:</p> <ol style="list-style-type: none"> 1) Senior Member Flight CAP Device 2) Large Size Metal Cadet Officer Grade Insignia

		<p>3) Cadet Enlisted Flight Cap Device</p> <p>Beret will only be worn with the BDU or Field Utility uniforms and will not be worn outside the geographical limits of Indiana Wing or at region or national activities.</p>
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CHAPTER 2 - USAF-STYLE UNIFORMS (SENIOR MEMBERS AND CADETS)

Figure 2-26. Men's Headgear.

NOTES:

- 1. Service Cap: Authorized for Cadet Officers.

Figure 2-28. Women's Headgear.

NOTES:

- 1. Service Cap: Authorized for Cadet Officers.

CHAPTER 6 - INSIGNIA, BADGES, AND DEVICES

Table 6-4, Lines 10 and 21 Wear of Badges, "Patches, and Devices on Flight Suits, BDUs, Utility Uniforms and Field Uniforms."

ITEM	If an individual wears the	then it will be regular size	and it will be worn	and the following rules will be observed
10	Organizational (Unit) patch	Embroidered	<p>centered on the lower portion of the right breast pocket of BDU or field uniform shirt or BDU or dark blue field jacket between left and right edges and bottom of flap and pocket.</p> <p>On the right sleeve on flight suits, utility uniform and flight jacket.</p>	Must be approved by the Wing Commander in accordance with Note 3 (added).
21	Wing/Region Patch	Embroidered	centered 1/2 inch below shoulder seam on left sleeve field uniform shirts and BDU or dark blue field jacket. On right sleeve on flight suits, utility uniform and flight jacket.	<p>Wear of the Indiana Wing patch on the BDU and blue field uniform is mandatory effective 1 Oct 08.</p> <p>Wear on the flight suit, utility uniform and flight jacket is</p>

				<p>optional.</p> <p>Patch will not be created (i.e., by pressing with an iron).</p> <p>Personnel are reminded that this patch <u>will not</u> be worn on AF or CAP corporate service dress.</p>
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NOTES:

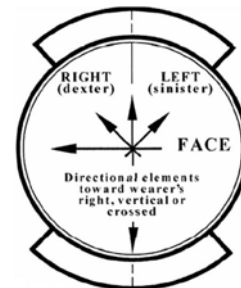
3. (ADDED) Organizations need visible symbols in the form of emblems to promote esprit de corps, morale, and a sense of heritage. New organizational emblems approved by the Indiana Wing Commander must meet the following requirements effective 1 Jul 07:

- a. Eligibility. Groups and squadrons may have organizational emblems and mottoes. If a group or squadron uses or displays an emblem designed after 1 July 07, it must meet the following standards.
- b. Approval Process: Units will submit an approval memorandum, through channels, for the Wing Commander's signature with a color picture file of the proposed unit emblem attached. An explanation of the symbolism of the patch should also be provided.
- c. Form:

1) Groups: Group emblems will be displayed on a shield (see figure to the right). A group will put its designation or an approved motto on the scroll below the shield.



2) Squadrons: Squadron emblems will be displayed on a roundel (see figure to the right). A squadron will put its designation on a scroll below the disc and a motto, if one exists, on the scroll above the disc.



d. Heraldry. Designers are encouraged to look for Air Force heraldry guidance at <http://afhra.maxwell.af.mil/heraldry/heraldry.html>.

Emblem designs and mottoes must:

- * Reflect favorably on Indiana Wing, Civil Air Patrol, the United States Air Force, and the United States of America.
- * Be original, distinctive, dignified, and in good taste (non-controversial).
- * Emblems should include the Air Force colors of blue and gold and/or the Civil Air Patrol colors of red, white and blue. Total colors should generally not exceed three for the emblem.
- * Emblems should typically include two or three design elements. Designers are reminded that clarity of design is important in helping others identify the unit emblem.